

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**LIBRARIAN MANAGER**

**JOB DESCRIPTION**

Employees in this job serve as managers directing the work of professional or nonprofessional staff in state and departmental libraries. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgement to adapt and apply the guidelines to specific situations, as needed. The work requires thorough knowledge of the policies, procedures, and regulations of library programs and some knowledge of personnel policies and procedures.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Librarian Manager - 1**

**Librarian Manager 12**

The employee functions as a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title – Librarian Manager - 2**

**Librarian Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Librarian Manager - 3**

**Librarian Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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### **Position Code Title – Librarian Manager - 4**

#### **Librarian Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

#### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Makes budget and policy recommendations for the assigned library area.

Selects, evaluates, and organizes library materials of various types, including books, CD-ROMs, periodicals, microfiche, and documents.

Reviews and recommends library materials for conversion to electronic format.

Analyzes, implements, and evaluates standards and procedures for library programs and services.

Prepares and implements contracts for library materials and services.

Performs related work appropriate to the job as assigned.

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### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-15 levels.

Thorough knowledge of library materials, methods, and organization.

Thorough knowledge of the methods of classifying, cataloging, and shelf-listing library materials.

Thorough knowledge of the Dewey decimal and Library of Congress classification systems.

Thorough knowledge of research methods used in locating complex materials and making up subject bibliographies.

Some knowledge of supervisory and training techniques.

Some knowledge of personnel policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to exercise sound judgement in classifying library materials.

Ability to develop and evaluate library programs and services.

Ability to make budgetary and policy recommendations for the assigned library area.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

#### **Working Conditions**

Some jobs may require direct contact with prisoners or patients in state facilities.

#### **Physical Requirements**

None.

#### **Education**

Possession of a master's degree in library science.

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### **Experience**

#### **Librarian Manager 12**

Three years of professional experience providing librarian services equivalent to a Librarian in state service, including one year of experience equivalent to a Librarian P11.

#### **Librarian Manager 13-15**

Four years of experience providing professional librarian services equivalent to a librarian in state service, including either two years equivalent to a Librarian P11 or one year equivalent to a Librarian 12.

### **Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

LIBRARMGR

### **Job Code Description**

Librarian Manager

### **Position Title**

Librarian Manager-1

Librarian Manager-2

Librarian Manager-3

Librarian Manager-4

### **Position Code**

LIBRMGR1

LIBRMGR2

LIBRMGR3

LIBRMGR4

### **Pay Schedule**

NERE-025

NERE-027

NERE-146

NERE-155